

Shared Leave Create Eligibility

Transaction Code:
PA30

- Purpose** Use this procedure to established Shared Leave Eligibility for both the Donor and Recipient in HRMS.
- Trigger** Perform this procedure when an employee has been approved to receive shared leave.

The process must also be completed for the employee that is donating leave to the recipient.
- Prerequisites** Absence Quota balance exists for the donating employee.
- End User Roles** Payroll Processor, Time and Attendance Processor, Leave Correction Processor, Time and Attendance Processor.

Change History	Change Description
12/9/04	Created
8/23/06	Updates
7/23/10	Screen shots updated to match current system

Menu Path Human Resources → Personnel Management → Administration → HR Master Data → Maintain

Transaction Code PA30

Helpful Hints:

- Payroll Processors and Leave Corrections Processors will use the **Attendance System Change Report** (ZHR_RPTTM084) to verify received, donated and returned quota balances.

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to validate and proceed.
Warning 	Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to validate and proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.

Procedure

1. Start the transaction using the above menu path or transaction code **PA30**.

2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel no	R	The employee's unique identifying number. Example: 40000132

3. Click  (Enter) to validate the information. Verify you have accessed the correct employee record.

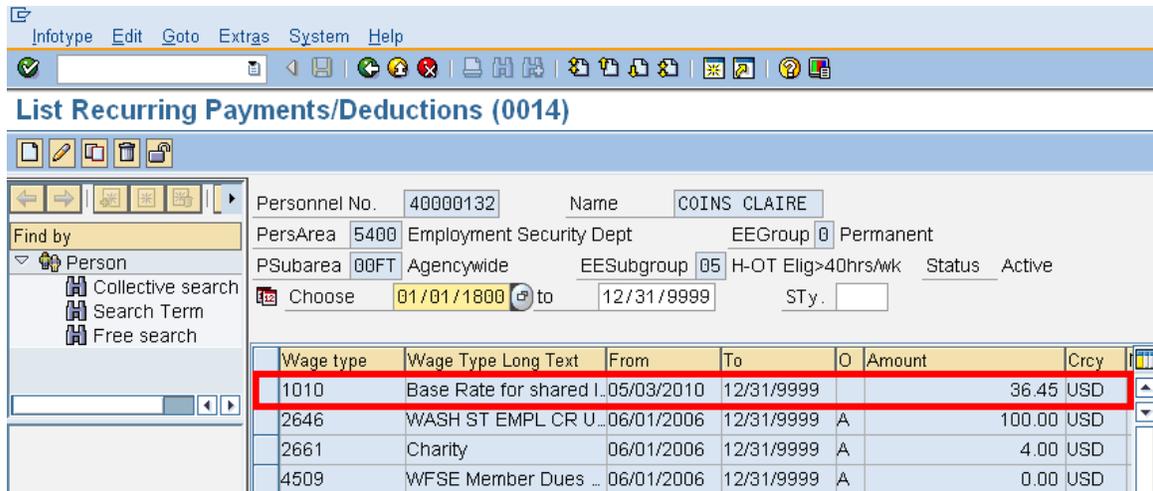


When an employee decides to donate Shared Leave or has been approved to received Shared Leave, the donor and the recipient both need to have their *Recurring Payments/Deductions (0014)* set up with the base rate wage type 1010 (Base rate for Shared Leave).

4. Click the  tab to select.

5. Select the blue box to the left of  to select.

6. Click  (Overview) to view the DONOR employee's *Recurring Payments/Deductions* (0014) to see if a Base Rate for Shared Leave Amount has been entered.



List Recurring Payments/Deductions (0014)

Personnel No. 40000132 Name COINS CLAIRE
 PersArea 5400 Employment Security Dept EEGroup 0 Permanent
 PSubarea 00FT Agencywide EESubgroup 05 H-OT Elig>40hrs/wk Status Active
 Choose 01/01/1800 to 12/31/9999 STy.

Wage type	Wage Type Long Text	From	To	O	Amount	Crcy
1010	Base Rate for shared l...	05/03/2010	12/31/9999		36.45	USD
2646	WASH ST EMPL CR U...	06/01/2006	12/31/9999	A	100.00	USD
2661	Charity	06/01/2006	12/31/9999	A	4.00	USD
4509	WFSE Member Dues ...	06/01/2006	12/31/9999	A	0.00	USD

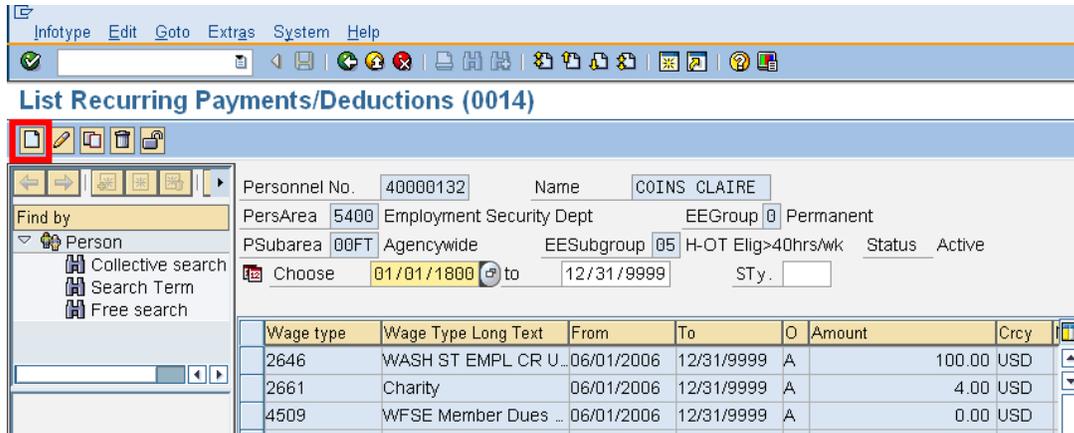


If wage type 1010 is created on the employee record, verify the start and end dates covers the Shared Leave donation period. You'll also want to verify that the employee's hourly rate is correct. HRMS does not update this wage type when employees receive pay increases.

To verify the employee's hourly rate, go to the Basic Pay (0008) infotype and click on the *Salary Amount* button.

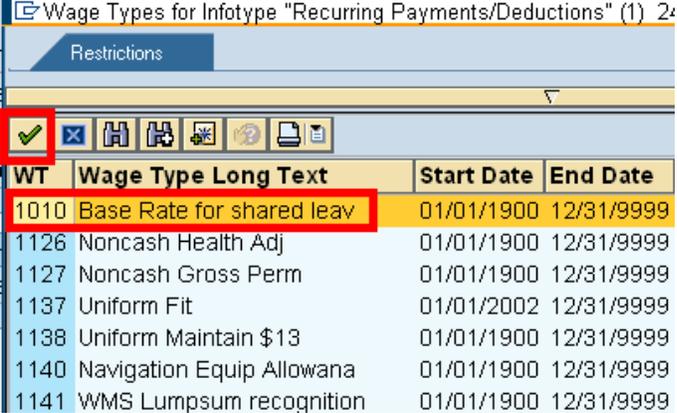
If updates are needed to the wage type 1010, click  (Copy) to update the record. Then save your entries.

6.1  If a base rate amount has not been entered, click  (Create) to create the record and assign the base rate wage type.



6.2 Fields to complete:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Start	R	This is the date on which a record begins. Example: 5/3/2010
Wage Type	R	This is an object in Payroll and Personnel Administration which stores amounts or time units that are used to calculate pay and deductions, store results, and determine statistics. It separates amounts and time units for various business processes. It enables the system to process amounts and time units in different ways during the payroll run.  Click in the Wage type field, and click on the  (matchcode) to open the selection list.

		 <p>Example: 1010 Base Rate for Shared Leave</p>
Amount	R	<p>It is the total dollar value of a wage type.</p>  <p>To verify the employee's hourly rate, go to the Basic Pay (0008) infotype and click on the <i>Salary Amount</i> button. Enter the employee's hourly rate of pay.</p> <p>Example: 36.45</p>

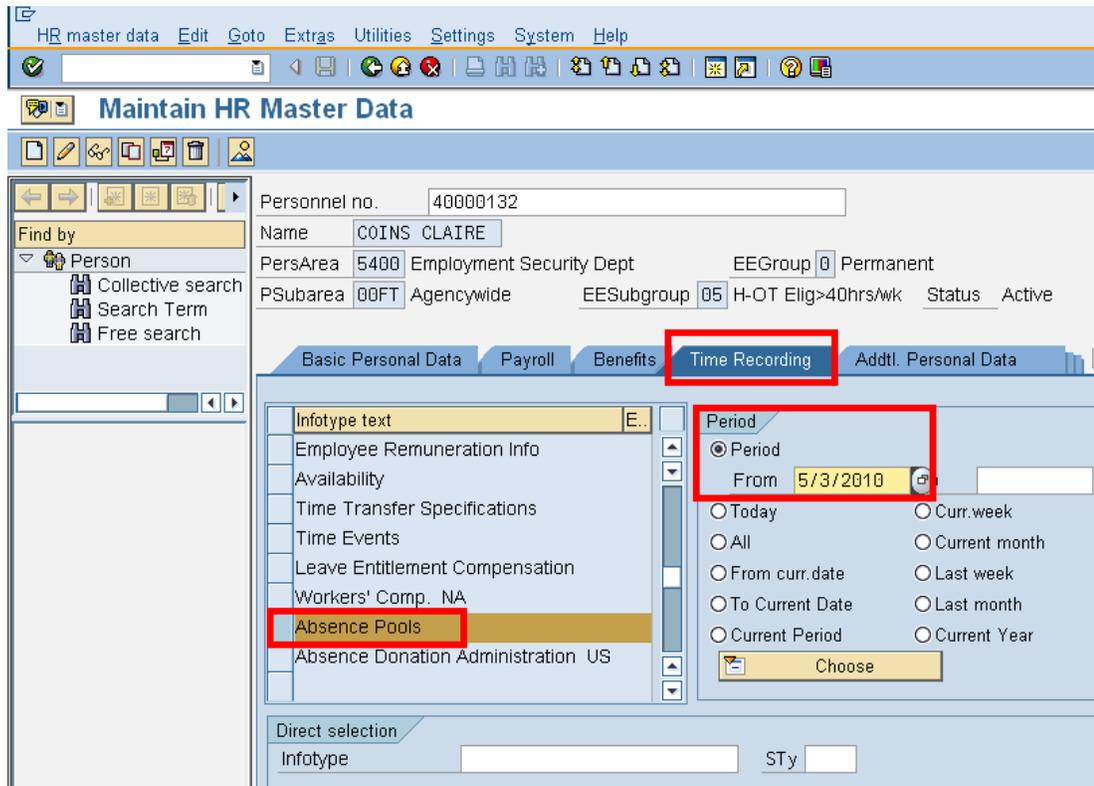
6.3 Click  (Enter) to validate the information.

6.4 Click  (Save) to save.

6.5 Repeat steps 2 through 6 for the **RECIPIENT** of the shared leave as necessary.



The next step is to make both the Recipient and the Donor eligible to receive/donate Shared Leave in HRMS.



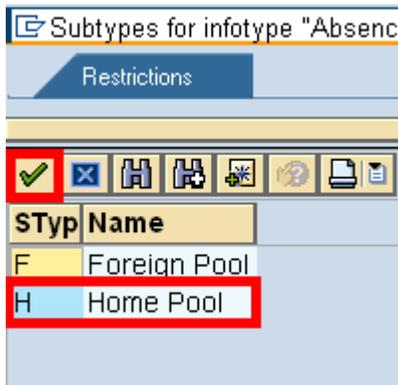
7. Click the **Time Recording** tab.

8. Complete the following field

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Period	R	Enter the effective date of the Shared Leave eligibility into the From Date field.  By entering the effective date here, it will be carried over to the <i>Absence Pools (0613)</i> Infotype Example: 12/9/2009

9. Scroll down the list of Infotypes , click the box to the left of **Absence Pools**

10. Click  (Create)



11. Select **H Home Pool**
12. Complete the following field:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Absence Pool ID	R	For employees to be eligible to donate/receive shared leave, each should be assigned to a Pool ID. In the SOW scenario, it will be Home Pool ID. <div style="border: 1px solid gray; padding: 2px; width: fit-content;">039 Shared Leave - Common Pool</div> Example: Shared Leave-Common Pool

13. Click  (Enter) to validate the information.
14. Click  (Save) to save.
15. Repeat steps 7 through 14 for the RECIPIENT of the shared leave as necessary.

Results
You have made both the Donor and Recipient eligible to donate and receive shared leave.